

21 March 1969

MEMORANDUM TO: Chief, Records Administration Branch

FROM :

SUBJECT : Suggested Revisions to CIA Regulation

Listed below are suggestions that I feel should be included in any updating of Regulation

Paragraph 1. a. RECORD MATERIAL DEFINED

Insert the word tapes along with the other types of records defined.

Paragraph 1. b. (4) RECORDS MAINTENANCE

This description of Records Maintenance should be expanded to include our review and approval responsibilities in regard to requests for secure areas and requisitions for filing equipment, especially specialty type filing equipment and supplies. (You may want to cite Col. White's memo on Secure Areas and                      pertaining to requisitioning processing.)

Paragraph 1. d. RESPONSIBILITIES

(1) The CIA Records Administration Officer shall:

Keep (a) as is.

Change (b) thru (i) to (c) thru (j) add as (b) - Serve as Chairman of the Agency Records Management Board.

Paragraph 1. d. RESPONSIBILITIES

(2) The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices. The Executive Director-Comptroller, Deputy Directors, and Heads of Independent Offices shall:

Add on to (c) and will serve as a member of the Agency Records Management Board.